

Contractor	
Contract #	Total Project
Description	Amount
Personnel	
11) Salary/Wages	
12) Benefits	
13) Professional Services	
14) Board Member Compensation	
15) Other:	
16) Total Personnel Services	
Supplies and Materials	
17) Office Supplies and Materials	
18) Computer Supplies & Software	
19) Janitorial Supplies	
20) Educational/Medical Supplies	
21) Automotive Supplies	
22) Other:	
23) Total Supplies and Materials	
Current Obligations	
24) Travel	
25) Communications (Telephone, Postage, etc.)	
26) Utilities	
27) Printing and Binding	
28) Repair and Maintenance	
29) Computer Services (Accting, Payroll, etc.)	
30) Employee Training	
31) Advertising	
32) Board Member Expense (Travel, Per Diem)	
33) Other:	
34) Total Current Obligations	
Fixed Charges and Expenses	
35) Office Rent (Land, Buildings, etc.)	
36) Furniture Rental	
37) Equipment Rental (Phone, Computer, etc.)	
38) Vehicle Rental	
39) Dues and Subscriptions	
40) Insurance and Bond	
41) Other:	
42) Total Fixed Charges & Other Expenses	
Capital Outlay	
43) Land/Buildings	
44) Office Furniture	
45) Computer Equipment	
46) Vehicles	
47) Books (Library Reference Materials)	
48) Other:	
49) Total Capital Outlay	
50) Total Contracts and Grants	
51) Total Purchases of Services Costs	
52) Total of Direct Costs	
53) Indirect Costs	
54) Total Budgeted Expenditures	

*Computations of all project costs must be clearly shown in the budget narrative.

BUDGET CATEGORIES

Total Personnel Costs:

Enter the respective totals for all expenditures that fall within this "object class" category. Expenditures for personnel costs include all compensation for permanent, temporary and emergency employees and their corresponding staff benefits. Expenditures for Professional Services, such as attorney or accountant fees, and expenditures relating to Board Member Compensation (excluding travel per diem) should also be reported under this category. If you make an entry in "Other", please specify what the "other" expenditure is.

Total Supplies and Materials:

Enter the respective totals for all expenditures that fall within this "object class" category. Supplies and materials generally include commodities that are consumed in operations within a relatively short period or the use of which results in a material change in, or an appreciable impairment of their physical condition. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Office Supplies and Materials
- b. Computer Supplies and Software
- c. Janitorial Supplies
- d. Educational/Medical Supplies
- e. Automotive Supplies
- f. Other (If you make an entry in "other", please specify what the "other" expenditure is.)

Total Current Obligations:

Enter the respective totals for all expenditures that fall within this "object class" category. All expenditures for operation and maintenance services incurred by the organization are classified as current obligations and services.

The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Travel
- b. Communication Expense (Telephone, Postage, etc.)
- c. Utilities (Electric, Water, Gas, etc.)
- d. Printing and Binding Costs
- e. Repair and Maintenance Costs (Buildings, Equipment, Furniture, Vehicles, etc.)
- f. Computer Services (Accounting, Payroll, Data Processing, etc.)
- g. Employee Training
- h. Advertising
- i. Board Member Expense (Travel, Per Diem, etc.)
- j. Other (If you make an entry in "other", please specify what the "other" expenditure is.)_

Total Fixed Charges and Other Expenses:

Enter the respective totals for all expenditures that fall within this "object class" category. All expenditures that are based upon a predetermined rate should be classified as fixed charges. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Office Rent (Land, Building, etc.)
- b. Furniture Rental
- c. Equipment Rental (Telephone, Computer, Copier, etc.)
- d. Vehicle Rental
- e. Dues and Subscriptions
- f. Insurance and Bonding
- g. Other (If you make an entry in "other", please specify what the "other" expenditure is.)

Total Capital Outlay:

Enter the respective totals for all expenditures that fall within this "object class" category. All expenditures that are for the purchase of tangible items with a service life of more than one year should be classified as capital outlay. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Land/Buildings
- b. Office Furniture (Desks, File Cabinets, Calculators, Typewriters, Copiers, etc.)
- c. Computer Equipment
- d. Vehicles
- e. Books (To be used in a library)
- f. Other (If you make an entry in "other", please specify what the "other" expenditure is.)

Total Grants and Contracts:

Enter the total of all funds you make available to other organizations or entities through formal grants or contracts. An example would be start-up or improvement grants to providers.

Total Purchase of Services Costs:

Enter the total of all funds made available to purchase services for which a formal contract or grant is not in place. Examples include: payments to providers based on the submission of a voucher given to the provider by a client or emergency care payments made on behalf of clients by a "review panel."

Total Direct Services:

Enter the total of all costs.

Indirect Costs

Enter the total of all indirect costs and indicate the %.

Total Budgeted Expenditures

Enter the total of Direct and Indirect Costs.

Budget Narrative

Agency Name _____

(Detail Based Upon the Budget Line Items)

Description	Amount
<i>Example:11) Salary/Wages</i>	\$
Personnel Breakdown (includes FTEs)	
Benefits (identify percentage)	
Professional Services Breakdown	

Total Contract Amount	\$
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